UPDATE$ FROM ACCOUNTING & FINANCE

Azimuth Parking and Transit Reimbursements: For calendar year 2017, the following limits remain unchanged for Qualified Transportation Benefits: $255 per month for combined commuter highway vehicle transportation and transit passes. $255 per month for qualified parking. In accordance with Azimuth’s Travel Policy which follows the GSA per diem and mileage rates, the POV mileage reimbursement rate has decreased for 2017 to .535 cents per mile for business miles driven, down from .54 cents for 2016. This is the GSA adjusted POV mileage reimbursement rate effective January 1, 2017. Please refer to the following link for the current mileage reimbursement rate: www.gsa.gov/mileage

Mr. Arlen Davis’ daughter, Kaitlyn, in her Azimuth t-shirt. How adorable is our newest “Azimuth Mascot!” Arlen Davis is an Azimuth employee working as a SME on the ISR effort supporting the TAAS contract. Thank you for sharing, Arlen!

UPDATES FROM HUMAN RESOURCES

Azimuth Email Accounts: Remember it is important to check your Azimuth email account to stay up-to-date on important information from the company. Contact Claudia Westover cwestover@azimuth-corp.com if you have any difficulty accessing your account.

Handbook Release Update: As updated in the Edition 1, Issue 1 version of this newsletter, Azimuth’s Human Resources has been working diligently with Insperity toward the release of the new co-branded employee handbook. So far, the new version looks great. It will have a very different look -- be indexed by more topic areas, and have new, and changed, policies in contrast to the previous version. As of the printing of this newsletter issue, Azimuth anticipates a release date of May 1, 2017.
Human Resources Corner – This Edition...Q&A for Performance Evaluations

Q. When should I expect my annual performance evaluation?

A. Employee performance evaluations are normally conducted in coordination with the annual renewal date of the contract for which you perform your direct labor; for employees who work indirect labor, the annual performance renewal period will be considered the start of the new fiscal year (01 October). If an employee has not been with the corporation for at least three (3) months at the time an evaluation for their program would be due, or the start of the new fiscal year, they will need to wait for a later time within the next review period, but no later than the date of the next annual review period.

Q. How am I notified of my annual performance evaluation?

A. All employees are notified of their upcoming evaluation by receiving a self-evaluation form from the Human Resources Department which is to be completed and returned, via reply all, to your reviewing supervisor and to the Human Resources Department for your records. Self-evaluations are normally released approximately 30 days prior to the annual contract renewal time period and employees are given approximately one (1) week to accomplish and return the form.

Q. What is the procedure for the performance evaluation?

A. Rate yourself from Unsatisfactory through Excellent (5 levels, each having a weight of 1 through 5, respectively) in the categories of Job Knowledge, Work Quality, Attendance/Punctuality, Initiative, Communication/Listening Skills, Dependability, and Customer Service. You may also add comments to each section. An overall rating is then added to the form by calculating the average of your rating across the seven (7) criteria. Next, you are asked to add from three to five (3-5) SMART goals to be agreed upon between you and your evaluating supervisor for the next review period. Lastly, for the self-evaluation, you can add any other comments that you feel are important to mention concerning your evaluation. After the self-evaluation period is past, your evaluating supervisor will begin writing your performance evaluation. Additional inquiry may be conducted by the evaluating supervisor into the opinions of peer employees and/or surveying of government direct report customers.

Q. What are SMART goals and how do we develop them?

A. Developing sound goals is critical to managing your own, and assisting your program manager in managing your, performance. Each year, you will be asked to set goals for the upcoming year/evaluation period.

- **Specific** – The goal should be clear and specific, otherwise you won’t be able to focus your efforts or feel truly motivated to achieve it. When drafting your goal, answer the five “W” questions: What do I want to accomplish? Why is the goal important? Who is involved? Where is it located? Which resources or limits are involved?
- **Measurable** – It’s important to have measurable goals, so that you can track your progress and stay motivated. A measurable goal should address questions such as: How much? How many? How will I know when it is accomplished?
- **Attainable** – Your goal also needs to be realistic and attainable to be successful. It should stretch your abilities but remain possible. An achievable goal will usually answer questions such as: How much? How many? How will I know when it is accomplished?
- **Relevant** – This step is about ensuring that your goal matters to you. A relevant goal can answer “yes” to these questions: Does this seem worthwhile? Is this the right time? Does this match our other efforts/needs?
- **Time-Bound** – Every goal needs a target date, so that you have a deadline to focus on and something to work toward. A time-bound goal will usually answer these questions: When? What can I do six months from now? What can I do six weeks from now? What can I do today?

Q. Who performs my performance evaluation?

A. For direct labor employees performing under government contracts, your evaluating supervisor will be the same supervisor to whom you report on a regular basis and who approves your timesheets, absence requests, etc. Note this evaluating supervisor may also have the evaluation reviewed by their managing supervisor prior to its delivery to the employee.

Q. Do I have an opportunity to comment/make corrections if I don’t agree?

A. You have both the opportunity to openly discuss your comments and opinions with your evaluating supervisor at the time of the performance evaluation meeting as well as to apply your comments to the evaluation form prior to it being signed. If you choose to not sign the form should you be in serious disagreement with the information on the evaluation form, you may apply the statement, “I do not agree with the opinions of this evaluation or agree to sign it.” This statement, however, must be signed and dated.

Q. Are raises guaranteed?

A. Azimuth Corporation is committed to offering a positive work experience and offering fair compensation and benefits. Although pay rate changes/escalations/raises are generally offered at performance evaluation time periods, pay rate changes/escalations/raises are never guaranteed with performance evaluations. Azimuth Corporation’s ability to alter pay rates for all personnel is dependent upon the funding limitations provided by the U.S. Government on the contracts for which we perform, and the financial condition of the Corporation.
**EMPLOYEE MENTIONS**

**Ms. Monteia Brown** - Monteia was recently recognized by Mr. Todd LaRoe, Director of the Security Services Division, Pentagon Force Protection Agency (PFPA). Monteia was acknowledged for her hard work, determination, and customer-oriented service. PFPA shared their appreciation for Monteia’s dedicated professionalism, poise, and continued positive demeanor. “I speak for all she is in contact with, her attention to detail and willingness to resolve any issue or challenge is fully recognized, valued and appreciated,” said Mr. LaRoe. Congratulations, Monteia! The entire Azimuth team appreciates your

**Ms. Erica Keemer** - Erica was recognized by the Honorable Marcel Lettre, The Office of the Under Secretary of Defense for Intelligence (OUSDI), for her excellent service to the Clandestine Quarterly Reports (CQ) Team for the OUSDI. The CQ Team executes a critical mission to coordinate, compile and report to Congress and select leaders with the Intelligence Community, and Erica’s contribution to the team was quoted as “outstanding” by Mr. Randall A. McPeak, from OUSDI. Congratulations on your valued achievement, Erica! Azimuth is proud to have an innovator like you on the team!

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**Note from Jonah Nelson, Dayton Business Operation Lead:**

The Dayton operations team is proud to recognize Mr. Stephen Hess, Enterprise Scheduler supporting the B-2 Bomber at the Air Force Logistics Cycle Management Center (AFLCMC). In this role, Steve is an important part of the Integration Stand-up Team that was recognized with the Annual Large Team Award for work on the B-2. Steve and the team are chartered with efforts that include: ensuring communication flow and unity of mission across the B-2 enterprise; developing and maintaining a cohesive modification and sustainment plan that supports the fielding strategy; and developing a roadmap that guarantees enterprise execution and milestone achievement. Specific accomplishments in which Steve played a key role were the creation of an automated A/C scheduling product (Iron Flow) that saves over 2,000 man-hours/year of effort, and production of an automated enterprise schedule (a First for the B-2), providing an enterprise view for strategic planning and decision making. Congratulations to Steve, and thank you for all of the hard, masterful work!
We would like to congratulate an Azimuth team member, Ms. Dina Carr (supporting the USACE contract located in Annapolis Junction, Maryland), on her recent college graduation! Mrs. Dina Carr is proud to announce that she has received her Bachelor of Science, Business Administration degree from Capella University on Friday, March 17, 2017. This is a very proud moment for Dina; it has taken great focus, motivation, and sacrifice to get to where she is today. Dina had attempted finishing her degree many times, including while serving on active duty in the Army; upon retirement in 2012, she was determined to finish her civilian education...and so she has. Dina is so excited that she finally completed this milestone. She shares, “My family and I will attend the official college graduation ceremony in August 2017 at Capella University, Minneapolis, Minnesota. I want to thank all my co-workers for their continued support and a special thank you to my husband and children for their wonderful and generous support. I am truly proud of my accomplishments and looking forward to the next chapter of accomplishments.”

Congratulations on your well-deserved success, Dina!
UPCOMING EMPLOYEE ANNIVERSARIES

OHIO REGION
DEREK BAS, MATTHEW BEUTEL, LAURA FILSON, JOHN HATCH, JENNIFER LAWSON, MATTHEW MILLS, and BRIAN DONOVAN

D.C. REGION
ANDRA GIDEN, JORDAN HANSBROUGH, SAMANTHA HARPER, SCOTT PEARCE, HERBERT “SHAWN” REECE, CHRISTIAN RIVERA, OLIVER SCHMOKER IV, ALFREDIA SHEPPARD, and NICOLE STRICKLAND

VA REGION
KENYA ASHFORD and SUREVA JOHNSON

Welcome the Newest Members of the Azimuth Team!

OHIO REGION

DEREK BAS, MATTHEW BEUTEL, LAURA FILSON, JOHN HATCH, JENNIFER LAWSON, MATTHEW MILLS, and BRIAN DONOVAN

D.C. REGION

ANDRA GIDEN, JORDAN HANSBROUGH, SAMANTHA HARPER, SCOTT PEARCE, HERBERT “SHAWN” REECE, CHRISTIAN RIVERA, OLIVER SCHMOKER IV, ALFREDIA SHEPPARD, and NICOLE STRICKLAND

VA REGION

KENYA ASHFORD and SUREVA JOHNSON
Jennifer Lawson, Recruiter: Ms. Lawson is the new Recruiter for Azimuth Corporation, and she is very excited to be a part of the Azimuth team! Jennifer comes from over 10 years of experience in recruiting including managing onsite client programs, international recruiting, and managing a staffing branch. She is shifting gears to the government sector, and she is enjoying the challenges it has presented. Azimuth currently has several contracts in the works, so Jennifer has been very busy working with the Program Managers and Deputy Program Managers to ensure Azimuth has candidates for our potential customers. Besides recruiting, her goal for 2017 is to increase communication between HR and Azimuth employees. Starting on March 15th, you will receive a bi-weekly email (every payday) sent to your Azimuth email address. This will contain information on all our current open and upcoming positions. If you (or someone you know) are interested in any of the opportunities, please reach out to Jennifer directly for more information. Email: jlawson@azimuth-corp.com  Phone: 937-256-8571. Do you have general questions or suggestions for recruiting? Please let Ms. Lawson know!

Azimuth is working on several RFI/RFPs and anticipate very steady growth in 2017. Most of the positions will be concentrated in the DC Metro area and WPAFB in Dayton, Ohio. If you are interested in being considered for any of our open positions, please contact Jennifer Lawson.

Also, we appreciate referrals! Please direct all interested candidates to apply via our website, www.azimuth-corp.com. Click on the ‘Careers’ tab and select ‘Create Profile’ in the middle of the page.

Introducing Laura Filson, Finance Accounting Director

Ms. Filson has over 15 years of experience in corporate accounting with both privately and publicly held companies. Most recently she was a Corporate Controller for a $120M publicly traded manufacturing company with multiple US locations. She has extensive experience in cost accounting, financial reporting, Sarbanes-Oxley and financial planning & analysis. As the Finance and Accounting Director for Azimuth, Ms. Filson will oversee all aspects of financial management and planning including cash management, payroll, financial reporting, budgeting, compliance, and taxation for all Azimuth locations.

Ms. Filson received a Bachelor’s Degree in Accounting in 2001 from Wright State University and a Master’s in Business Administration in 2003 from the University of Dayton. She is also a Certified Public Accountant (CPA) through the state of Ohio.
UPCOMING EVENTS

T A K E  M E  O U T  T O  T H E  B A L L G A M E !

D.C. REGION!!
Join us with your family as we celebrate America’s favorite pastime with the Washington Nationals!

When: Friday, 23 June 2017 – Game begins at 7:05pm
Where: Nationals Park
1500 South Capitol Street, SE
Washington, DC 20003

OHIO REGION!!
Join us with your family as we celebrate America’s favorite pastime with the Dayton Dragons!

When: Thursday, 15 June 2017 - Game begins at 7pm
Where: Fifth Third Field
220 N Patterson Boulevard
Dayton, OH 45402
Professional development is important to our President, Ms. Valerie Rossi, and we will be offering everyone the opportunity to attend a company-sponsored, half-day event with Steven Gaffney. Mr. Gaffney is a nationally recognized communication strategy expert. Steven has worked with top executives and leaders for many well-known clients such as NASA, Marriott, and Citigroup who have applied his tactics to increase morale and productivity, to collaborate and succeed in their goals.

Don't miss this opportunity to get out of the office, and spend time with other members of the Azimuth Team! We look forward to seeing you there.

You can find out more about Steven Gaffney here:
http://www.steven gaffney.com/
https://www.youtu be.com/user/steve ngaffneycompany

The Basis of All Communication
Honesty Works: Real World Solutions to Common Problems at Work and Home,
by Steven Gaffney, 2006, JMG Publishing
Founder of the Steven Gaffney Company, www.stevengaffney.com

Have you ever encountered someone who used perfect body language and had impeccable pronunciation and grammar skills, yet you didn’t believe a word they said?

Conversely, have you ever encountered someone who stumbled and stammered, seemed nervous and lacked confidence, but still you believed them?
How smooth you are does not matter, but sincerity does.
How do you feel when you encounter someone who is trying to emulate someone else and consequently appears artificial?

Imagine John F. Kennedy talking like Mahatma Gandhi, or Ronald Reagan emulating Martin Luther King, Jr. The notion is silly, yet all of these people are thought to have been master communicators. Although each of them had their own style, their sincerity and passion made them dynamic speakers.

Body language, word choice, tone, and inflection are important as well, but nothing is as important as sincerity. Why?
Because true thoughts and feelings are conveyed in every aspect of our interactions. Remember, most of us are lousy actors and actresses. People can detect when we are being sincere — when the inside matches the outside.

Ralph Waldo Emerson said, “What you do speaks so loud that I cannot hear what you say.” Your deeds should match your words.

You do not have to be perfect, but you do have to be perfectly yourself.
7 Rules of a High-Performance Team

(Provided by Steven Gaffney, Founder of the Steven Gaffney Company, www.stevengaffney.com)

1. Everyone Shares – Recognize that not sharing is a learned behavior... don’t just listen, no hiding out...call on each other...if you usually aren’t as participatory...it’s time to break the mold

2. The Vegas Rule – What happens in the meeting, stays in the meeting...What happens in the company, stays in the company. Keep the company’s business within the company; it’s imperative to corporate success

3. Distinguish Notice from Imagine – We tend to see what we want to see, it’s human nature; however, it’s also human nature to supply our own narrative for our perceptions of people and situations. Understand there is a difference between what we notice and imagine are the reasons for what we notice, versus the truth. Example: someone looking at their watch while you’re talking with them may not be doing it to be rude or because they’re feeling pressured to keep their time with you short...they may just want to know the time. The short version – Ask – Don’t Assume

4. Take Responsibility for Your Attitude and Actions – Recognize that both are within your control and are not put upon you by any person or situations; you are in control of your response to stimulus

5. Focus on Solutions, not Blame – Give up the past...move forward; it’s the only path to success

6. Explain and Ask Why – If you’re making a request, give context, explain why something is needed or why it’s so important; it’s empowering for the people carrying out your request. If you’re receiving a request without explanation, ask for that context; it’s empowering for you to know your mission

7. Assume Good Intent – Assume that we’re all here for the same reason and that we have the best of intentions when it comes to succeeding at our jobs...for ourselves, for our work team, for the program on which we perform, for our customer, and for the company - its reputation, its brand...its success! Assuming good intent doesn’t mean that you ignore problems, it paves the way for constructive resolutions and work.

FUTURE NEWSLETTERS

All Azimuth employees are welcome to submit any write-ups or pictures they wish to have included in upcoming newsletters. Tell us what is new and exciting with you! Please remember, Azimuth management reserves editorial rights of all write-ups and pictures submitted. Any submissions can be sent to Crystal MacCallum at cmaccallum@azimuth-corp.com